

e-Services Driver Education Provider -New Users



### Payments and Fees

Calculate Fees or Make Payments

- > Pay Invoice
- > Pay Record Lookup Invoice
- > Registration Fee Calculator
- > Renewal Fee Calculator
- > Plate Transfer Fee Calculator



### **Notary Services**

Notary Services

- > Notary Application
- > Notary Public Search



### IRP

Perform IRP related transactions.

- > IRP Services
- > Trip Permits

Navigate to the Michigan
Department of State (MDOS)
website to access <u>CARS e-Services</u>
and select the <u>Driver Education</u>
and <u>Testing Businesses</u> hyperlink.



### **Business Services**

Apply for a variety of business services or manage your existing business accounts online.

- > BAIID Manufacturers
- > Dealer Services
- > Driver Education and Testing Businesses
- > Lienholder and Provider Services
- > Repair Facility Services



### Additional Services

Apply for select professional licenses and manage account and payment information for business accounts.

- > Custodian Services
- > EFT Management & Miscellaneous
- > Fleet Services
- > Record Sales Services
- > Mechanic Services
- > Salvage Vehicle Inspector



### Law Enforcement

Request vehicle related documents.

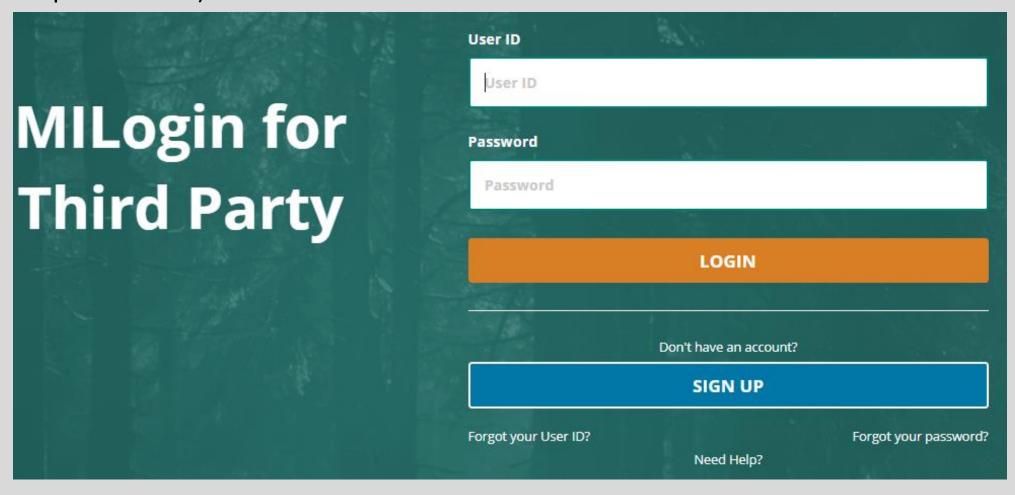
- > Replace a Bill of Sale (TR-52L)
- > Request Certificate of Scrapping (TR-208)

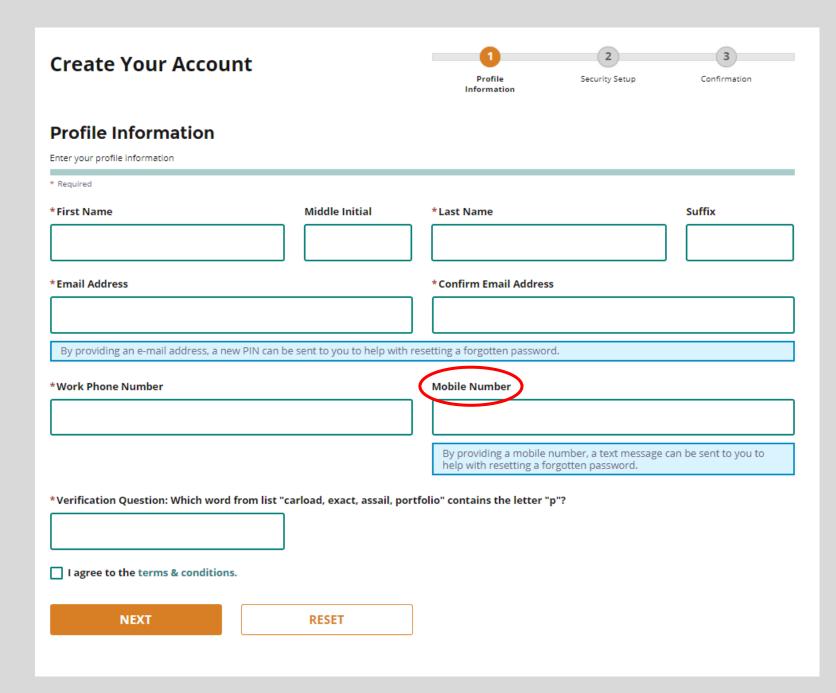
# Select the **Provider Login** hyperlink.

| Driver Education Instructors               |  |
|--|--|
| ○ Instructor Login                         | Login as a Drivers Education Instructor            |
| Apply                                      | Apply to be a Drivers Education Instructor         |
| 8 Search Instructor                        | Find a Drivers Education Instructor                |
| Driver Education Providers                 |  |
| Provider Login                             | Login as a Drivers Education Provider              |
| Apply                                      | Apply to be a Drivers Education Provider           |
| search Classroom                           | Find a Driver Education Classroom                  |
| 8 Search Provider                          | Find a Drivers Education Provider                  |
| Driver Testing Business                    |  |
| O Driver Testing Business Login            | Login for Driver Testing Businesses                |
| Q Search Driver Testing Business Locations | Find a Driver Testing Business location            |
| BDIC Services                              |  |
| O BDIC Sponsor Login                       | Login for Basic Driver Improvement Course Sponsors |
| Online BDIC Sponsors                       | View a list of Online BDIC Sponsors                |
| BDIC Classrooms                            | View a list of BDIC Classrooms                     |
| MI-REP Sponsors                            |  |
| MI-REP Sponsor Login                       | Login for Motorcycle Rider Education Providers     |

You must have an account with the State of Michigan MILogin system. Select the Sign Up button if you DO NOT HAVE a "MILogin for Third Party" account.

Enter your **User ID** and **Password** if you have a Third Party MILogin account (and skip to slide #7).





Enter your profile information as prompted. Fields with a red asterisk are required.

### **Security Setup**

Provide user id and password information to complete your profile

\* Required

#### \*User ID

Enter a User ID

\* Password

Enter password



\*Confirm New Password

**Confirm password** 





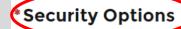
- Enter your last name, first initial, and any 4 numbers with no space between them. For Example: John Smith and
  using 9999 as an example for the four digit number, you would enter smithj9999.
- User ID cannot contain space.

### Password Guidelines:



- · Must be at least 8 characters in length
- Must include characters from 3 of the following categories:
  - Upper case letters (A-Z)
  - Lower case letter (a-z)
  - Numbers (0-9)
  - Special characters (!\$#,%@~^&\*\_-+=><)</li>
- . Should not be one of the last 3 used passwords
- . Should not be based on your User ID

Enter your security setup information and follow the screen prompts. Make sure to follow all of the security guidelines carefully.





To choose your preferred password recovery method(s), please click on the buttons below. Multiple options can be selected.



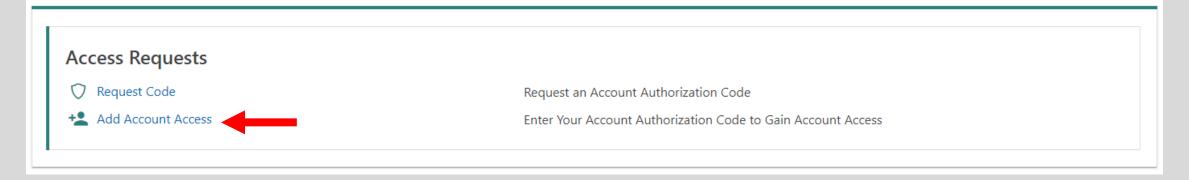




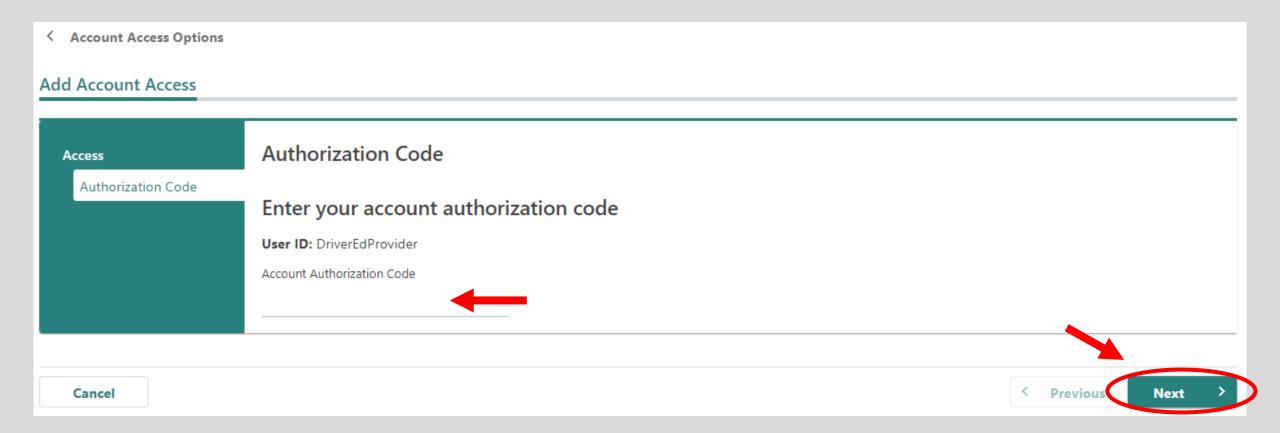
**CREATE ACCOUNT** 

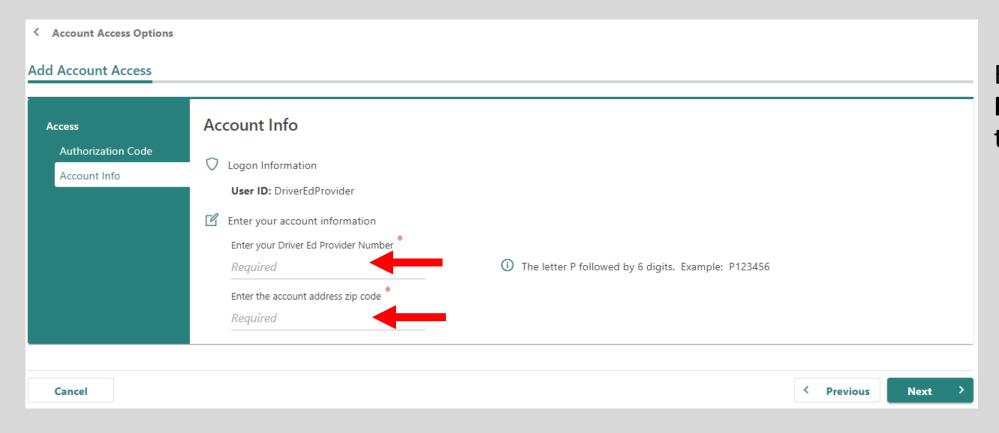
BACK

To continue, you must have your *authorization code*. If you do not have one, communicate with the Authorized Requester/Account Manager to obtain an access code. Select the **Add Account Access** hyperlink.



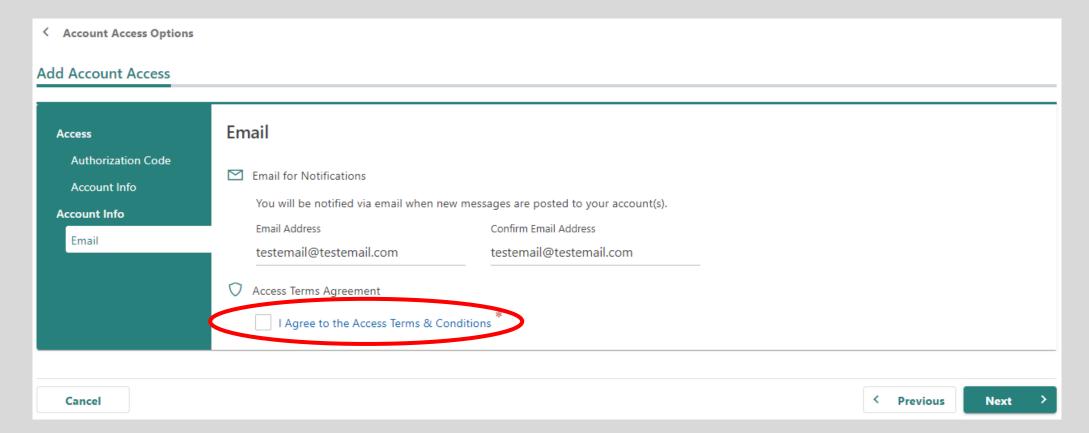
Enter your authorization code that you received by email or mail and then select the **Next** button.



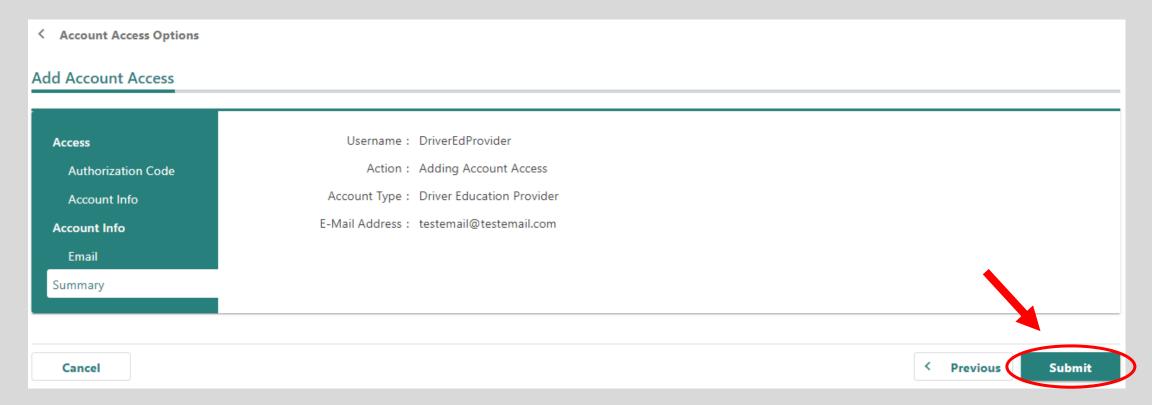


Enter your **Driver Ed Provider Number** and the business **ZIP Code**.

Make sure to agree to the **Terms & Conditions** by selecting the checkbox or you won't be able to continue.



## If all of the information is correct, select the **Submit** button.



Congratulations, you have reached your CARS e-Services business account "springboard." This is where you will view and manage your business accounts associated with the Michigan Department of State. Always remember to log off when you are finished.

